

Triple I Commerce Academy Student Complaint Form for Academic Issue

Student Name: _____

Student ID: _____

Phone Number: _____

Student e-mail id: _____

Complaint about: Faculty Student Staff Curriculum

Nature of the complaint:

Student Signature: _____

Date Complaint Was Filed: _____

For Escalations

Any student that wishes to make a complaint to ACCA regarding your institution will be advised to follow Triple I Commerce Academy's complaints procedure first. If the complaint is not handled to your satisfaction, the student then has the option to escalate their complaint to ACCA. If a student has exhausted both our complaints process and ACCA's, they can escalate to the appropriate regulator. Details of which can be found on the ACCA website at the following link: <https://www.accaglobal.com/gb/en/footer-toolbar/contact-us/unhappy.html>

For Internal Use Only

Complaint and copy of documentation forwarded to Academic Department: yes/no

Complaint handled by: _____ Copy forwarded to Academic Manager: yes/no

Follow-up communication was by:

Phone

e-mail id: _____

in person meeting

Date issue was resolved: _____